

## Minutes of the meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 20<sup>th</sup> April 2017 at 7:30 pm

**Councillors present:** C Bidwell (Chairman), B E Dack, P Daffarn, S Foster and T Milliken

**Officer present:** Katrina Henshaw (Parish Clerk)

**Also present for all or part of the meeting:** Twelve members of the public.

### **289 Apologies for Absence**

289.1 Apologies were received from Councillors N P Hanks (work commitment) and S L Jones (prior commitment) and Ward Member Councillors S Dixon, B Saunders and J Saunders (Council Meeting).

### **290 Disclosures of Interest and Dispensation requests**

290.1 No disclosures of interest and no requests for dispensation were received.

### **291 Council Minutes**

291.1 Minutes of the meeting held on Thursday 16<sup>th</sup> March 2017 had been circulated to all Councillors and it was

#### **RESOLVED**

**That these minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman.**

### **292 Public Participation**

292.1 No member of the Public requested to speak.

### **293 Central Bedfordshire Council Ward Members Report**

293.1 Parking Strategy consultation is open until 16<sup>th</sup> June 2017

293.2 FPC has received details of the changes to bus services.

293.3 Local Plan Update – The Housing White Paper was published on the 7th February and is a significant 100+ page document including a wide range of measures. Having now considered the implications CBC has adjusted the Local Plan timetable and will be in a position to take a report on the draft Plan to Executive on the 6<sup>th</sup> June 2017. CBC anticipate (subject to Executive approval) that the Draft Local Plan will be published for consultation from the end of June for 8 weeks.

293.4 Update on Letchworth Sewage Treatment Works – Councillors Bidwell and Dack, 2 FPRA members, Ward Member Councillor Dixon and Guy A Quint (CBC Principal Officer (Pollution and Licensing)) met at Priory House and were advised that Anglian Water has accepted there is a problem. A new notice has been served that gives Anglian Water until November to resolve all the issues. As work is complete CBC will be notified so it can be monitored. As works starts, it is expected that the smell will improve so hopefully this summer will already see

an improvement as last summer was totally unacceptable. Residents are no longer required to complete diary sheets as it has been accepted there is a problem (these will only be required if there are any new incidents after November when it should all be resolved). A vote of thanks was made to Councillor Bidwell who has worked extremely hard with Councillor Dixon to resolve this very unpleasant situation

## **294 Transfer of land from Hotbed Investments**

294.1 With the full support of FPC, Councillor Bidwell walked the areas with Colin Chatfield, Chairman of FHMC on 19<sup>th</sup> April and had an informal chat about them all. Councillor Bidwell felt this was a very useful meeting as it was the first opportunity FPC had had to explain FPC's views. He hopes that Mr Chatfield left with the knowledge that FPC understand FHMC concern's and has respect for the Hall's privacy. Councillor Bidwell made some proposals (that had been agreed in principal by FPC prior to the meeting) that he believed met both these requirements. However, there will need to be some give and take on both sides. FPC wish is now to move forward with full openness and transparency from both parties and wishes to refrain from public statements until after these discussions. In the spirit of moving forward, FPC has removed all correspondence from the FPC website until a formal statement can be made and hopes that FHMC will do the same. It was agreed that Councillor Bidwell will write to Mr Chatfield outlining these proposals and then have a further meeting together with one other Parish Councillor and one other Director present. Following a discussion and unanimous agreement it was

### **RESOLVED**

**To delegate powers to Councillor Bidwell and one other Parish Councillor to agree in principal the areas of land to be transferred to FPC.**

FHMC did request a meeting between all Directors and all Parish Councillors but FPC did not believe this meeting would be manageable or productive at this stage.

It was agreed that after this meeting, the proposals should be made public to residents so that residents have the opportunity to ask questions or raise concerns with FPC and/or FHMC.

## **295 Cricket Ground**

295.1 FPC has always been anxious that many areas of land remain in the hands of developers and in the past few years has taken steps to safeguard some of these areas by

1. Registering Fairfield Bowls Club, Cricket Club, Tennis Court and Car Park and East and West Orchard with CBC as assets of Community Value under the Localism Act 2011. If the owner wants to sell it, FPC will have the Right to Bid and buy it on the open market.
2. Producing The Green Infrastructure Plan that has been accepted by CBC and is valid for 10 years.

If the Cricket Club or Bowls Club fail, the land will revert back to the developers and there is no guarantee what the land will be used for.

FPC asked Blandy and Blandy to investigate the Cricket Ground having Village Green status. A copy of Blandy and Blandy's report was circulated to all. Although the area has been used as a Cricket Ground for over 100 years, there was a gap between the hospital closing and Letchworth Cricket Club commencing using it in 2000 which may mean it does not meet all the criteria at the moment. (But will do after twenty years continuous use). Blandy and Blandy are making further investigations on this.

It was agreed to wait for until other land areas are resolved before agreeing if any further action is required on this.

## 296 Booklet highlighting the History of Middlemarch and surrounding area

- 296.1 The book 'A place in the country' is due to be reprinted this year. However, what isn't included in the book is what parts of Fairfield were used for by the hospital. Middlemarch used to be the old industrial area with a print shop, laundry and other services. Recently some maps have become available that clearly show this information and maybe able to be used to make a booklet. It was agreed that Councillor Dack should try and obtain copies of these maps and make enquiries on the cost to produce a booklet or map. To be discussed at the May meeting. **Action: BD**

## 297 Parking and safety issues around the school and Dickens Boulevard

- 297.1 A meeting was held on 5<sup>th</sup> April between Councillors Bidwell, Foster & Hanks to discuss options and agree the best way forward for potential road safety improvement works. Below is the list of options discussed as being most beneficial, in order of perceived priority.

The additional parking spaces by the Urban Park which has already been planning approved is considered as important to implement as soon as Kipling Crescent is finally adopted as public highway and permission can be obtained from the land owner to implement (cost circa £60,000). This has been left separate from the other items considered as it has already been approved by FPC and CBC.

### 1. Pedestrian guard rail around corner fronting Tesco store

This would solve a safety issue and a crime issue as may be able to delay the exit of thieves.

- a. Estimated cost - £3,000
- b. Potential timescales to implement – 2-3 months

### 2. Pedestrian crossing improvement – Urban Park east

This would give better vision when crossing Dickens Boulevard.

- a. Estimated cost - £5,000
- b. Potential timescales to implement – 2-3 months

### 3. Yellow line parking restrictions

- a. Can be implemented in sections or as a whole (listed below in order of priority).

- i. Tesco junction
- ii. Kipling Crescent / Dickens Boulevard junction (west)
- iii. Nickleby Way / Dickens Boulevard
- iv. Bronte Avenue / Dickens Boulevard (roundabout)

- b. Estimated costs - £5,000 (if applied for in one go, potentially £5,000 each if applied for separately)
- c. Potential timescales to implement – 4-6 months (or 4-6 months each if applied for separately)

### 4. Pedestrian (Zebra) crossing by Tesco

- a. Estimated cost - £30,000
- b. Potential timescales to implement – 4-6 months

Following a discussion, it was agreed to request a meeting with Councillor Dixon and CBC relevant Officers. **Action: CB / SF / NH**

- 297.2 CBC is relocating and refurbishing its CCTV system and the cost is expected to reduce to £1,000 per camera per year for line rental plus a camera cost. Councillor Dixon has agreed to arrange a survey of Fairfield to establish best locations. One obvious location is outside Tesco. FHMC has also expressed an interest in having one or more around the Hall.

- 297.3 FPC has advised CBC it will fund a Road Safety Officer and will assist in advertising the position. CBC to advise next steps. The clerk to continue chasing. **Action: KH**

- 297.4 On Wednesday 10<sup>th</sup> May the school is holding a road safety 'Beep Beep' day and requested FPC is involved with this day. Any councillor that is available on the day to attend. **Action: All**

There will be plenty of activities including children having the opportunity to experience the cinema car and also design letters and pictures. It was agreed that FPC would purchase picture key rings to support the event and a budget of £500 was set. **Action: SD / KH**

### **298 CBC Leisure Engagement Strategy**

298.1 FPC to confirm the details are now correct and is currently in discussion with CBC over leisure land. **Action: KH**

### **299 Annual Report**

299.1 It was agreed to produce an electronic version only and this will include reports from the Chairman and the Responsible Financial Officer. To be produced before 30<sup>th</sup> June 2017. **Action: KH**

### **300 Christmas Lights**

300.1 It was agreed to investigate solar lights and costs for part of Dickens Boulevard. To be discussed at May meeting. **Action: PD**

### **301 Fairfield Clean-up Day**

301.1 Councillors Daffarn and Milliken volunteered to organise this event. To be discussed at May meeting. **Action: PD / TM**

### **302 Street Cleaning**

302.1 A resident has asked if FPC and/or the FPRA would be prepared to investigate the possibility of having a street cleaning service for Fairfield Park. CBC has advised that this should happen every six weeks. The clerk to ensure CBC include all adopted roads and request that the gullies are sucked. **Action: KH**

### **303 Speed Watch / Neighbourhood Watch / Street Watch**

303.1 FPC has received leaflets from the Police and these schemes will be promoted at the APM. It has also been suggested having a solar powered light with smiley (car passes within speed limit) / angry faces (car passes travelling too fast) in Fairfield. Councillor Foster to investigate. **Action: SF**

### **304 Annual Parish Meeting**

304.1 Reports will be received from Ward Councillor Steve Dixon, Anglian Water and FPC Chairman. (The Rt Hon Alistair Burt was scheduled to attend but as this date falls within the purdah period it is unlikely he will now be able to attend). The Police are unable to attend as they currently have a policy not to attend Town and Parish Council meetings.

### **305 Grass verges**

305.1 The Service Level Agreement between CBC and FPC for the provision of grass cutting on adopted Highway verges was signed by the clerk on 21.03.2017 and expires on 31 March 2018. CBC backdated the payment to September 2014.

### **306 Gritting**

306.1 The Service Level Agreement between CBC and FPC for the provision of gritting adopted roads expired 31<sup>st</sup> March 2017. The clerk has requested to renew this agreement.

### **307 Fairfield School 5km Run and 1km Family Fun Run**

307.1 Councillor Foster advised that 210 people had registered for the 5km run and 310 had registered for the 1km family run. All participants are from Fairfield so there are no concerns regarding parking. The inflatable arch, banners and medals are all on order. Over the next few weeks he will be encouraging people not participating to attend the event and support the runners.

### **308 Orchards**

308.1 Councillor Daffarn reported that grass seeds and wild flower seeds have been planted in the area at the end of Hardy Way. Unfortunately, there has been no rain since these were planted.

308.2 Councillor Daffarn also reported It is hoped to organise a volunteer day in the middle of June to remove dead branches from trees. Not all will need to be removed as some need to be left as habitat for the wildlife. Where possible the dead wood will also be left on site in accordance with the ecologist advice.

### **309 Neighbourhood Plan**

309.1 FPC is waiting to receive a report from the planning examiner.

### **310 Former Pig Testing Site, Hitchin Road**

310.1 It was agreed that FPC would request CBC speak to the builders about

1. Not working on Sundays as this is against planning regulations. (FPC / residents to report future incidents to CBC).
2. Cleaning the road to a higher standard and to include between Eliot Way roundabout and Dickens Boulevard roundabout.
3. Using the wheel washer on site more frequently.
4. Traffic flow – should lorries be coming from A507 and not Letchworth as they currently are.
5. Conduct of employees around Fairfield. There have been incidents of
  - i. Lorries being parked/driven on grass verges and payment.
  - ii. Employees leaving litter after eating lunch near the Hall and Tesco.
  - iii. Abusive language from employees when challenged about the above.

**Action: KH**

### **311 Planning Applications**

311.1 **CB/17/01158/OUT Land at Chase Farm, east of High Street, Arlesey**

Outline Application: Development of up to 950 No. dwellings and 80 bedroom extra care unit, a two form entry lower school, up to 7,000 sq. metres of employment floor space, up to 6,500 sq. metres of retail (A1-A5), a hotel. Healthcare including provision of new doctors' surgery and dentists and leisure/community use of which up to 500 sq. metres to comprise of community use floor space, provision of new cycling & walking routes, open space including sports pitches, associated changing parking and other ancillary facilities and formal play areas together with associated works and operations including engineering operations & earthworks. FPC is not a statutory consultee. Comments required by 25<sup>th</sup> April 2017.

311.2 **CB/17/00358/RM Land east of Hitchin Road and south of the Former Pig Testing Unit.**

Reserved Matters: erection of 180 dwellings with landscaping, open space and associated works, pursuant to outline planning permission reference CB/16/01455/OUT dated 30/06/16. Comments required by 1<sup>st</sup> May 2017

- 311.3 **CB/17/01443/FULL 1 Nickleby Way.**  
To remove existing and erect new pvcu conservatory to the rear of the property.  
Comments required by 3<sup>rd</sup> May 2017
- 311.4 **CB/17/01511/FULL 56 Bronte Avenue**  
Single storey rear extension (as variation to previously approved application CB/11/03670/FULL)  
Comments required by 10<sup>th</sup> May 2017
- 311.5 **CB/17/01475/FULL 81 Bronte Avenue**  
External alterations to include, insertion of new windows to ground floor hall (front elevation), new external door from new utility room (side elevation), insertion of new glazed doors and projecting glass structure, new conservatory and conversion of existing garage into a personal gymnasium space.  
Comments required by 17<sup>th</sup> May 2017

## 312 Planning Decisions

- 312.1 **CB/16/03885/OUT Land at East Orchard**  
Outline Application: 18 No. 2 storey family houses on area of open land, former gravel workings, to the north west of the junction of Hitchin Road and Eliot Way.  
**CBC granted full planning permission 6th April 2017**
- 312.2 **CB/16/04272/FULL Former Pig Development**  
Erection of a care home (Use Class C2) with access, car parking, amenity space, landscaping and other associated works.  
**CBC granted full planning permission 10th April 2017**
- 312.3 **CB/17/00367/FULL**  
6 Nightingale Way  
Single storey rear/side extension.  
**CBC granted full planning permission 9th March 2017**
- 312.4 **CB/17/00302/FULL 1 Franklin Place**  
Two storey side (west) extension including additional single storey extension (east) for installation of bi folding doors. Enlargement of existing first floor bedroom window (east elevation) and bricking up of first floor bedroom window on west elevation.  
**CBC granted full planning permission 14th March 2017**
- 312.5 **CB/17/00398/FULL 19 Brunel Walk**  
Proposed loft conversion with pitched roof dormers and skylights following approval of flat roof dormer to application CB/15/03912/FULL  
**CBC granted full planning permission 29th March 2017**
- 312.6 **CB/17/00831/FULL 2 Brunel Walk**  
Proposed single storey rear extension with velux windows and a part garage conversion.  
**CBC granted full planning permission 6th April 2017**

## 313 Finance

- 313.1 Risk Assessment and review of internal controls. FPC reviewed the Governance and Accountability for Smaller Authorities in England and was satisfied with the Risk Assessment and internal controls that FPC has.
- 313.2 Insurance – FPC agreed to renew with Came and Company. **Action: KH**
- 313.3 Internal Audit 2016/17 – Gill Wiggs has carried out an internal audit and has completed 'Annual internal audit report 2016/17. She has not raised any concerns.
- 313.4 External Audit 2016/17 – BDO will carry out the External Audit on 19<sup>th</sup> June 2017. **Action: KH**

313.5 Summary of accounts 2016/17

	Budget 2016/17 inc bf	Additional Income	Spent	Internal Transfer	Money remaining
<b>Administration</b>	£ 15,917.89	£ 2.00	£12,022.00	£ -	£ 3,897.89
<b>Recreation &amp; Public Lands inc Artefacts</b>	£ 110,114.34	£ 488.67	£34,196.36	-£ 10,000.00	£ 66,406.65
<b>Orchards</b>	£ 10,000.00	£ 3,214.80	£11,623.50	£ 10,000.00	£ 11,591.30
<b>Apple Day</b>	£ 500.00	£ 236.26	£ 386.22	£ -	£ 350.04
<b>PP / NHP</b>	£ 29,206.75	£ -	£ 3,503.73	£ -	£ 25,703.02
<b>Cemetery</b>	£ 10,000.00	£ -	£ -	£ -	£ 10,000.00
<b>Parking</b>	£ 50,000.00	£ -	£ 97.50	£ -	£ 49,902.50
<b>Grants</b>	£ 14,850.63	£ 1,000.00	£ 9,797.50	£ -	£ 6,053.13
<b>Reserves</b>	£ 30,000.00	£ -	£ -	£ -	£ 30,000.00
<b>Interest</b>	£ 774.20	£ 81.55	£ -	£ -	£ 855.75
<b>Vat</b>	-£ 5,948.04	£ 12,718.40	£ 7,775.84	£ -	-£ 1,005.48
<b>Total</b>	<b>£ 265,415.77</b>	<b>£ 17,741.68</b>	<b>£79,402.65</b>	<b>£ -</b>	<b>£203,754.80</b>

313.6 Budget 2017/18

	Budget 2016/17 bf	Budget 2017/18	Additional Income	Money allocated
<b>Administration</b>	£ 3,897.89	£ 20,000.00	£ -	£ 23,897.89
<b>Recreation &amp; Public Lands inc Artefacts</b>	£ 56,609.15	£ 17,904.00	£ -	£ 74,513.15
<b>Orchards</b>	£ 11,591.30	£ 18,000.00	£ -	£ 29,591.30
<b>Apple Day</b>	£ 350.04	£ 500.00	£ -	£ 850.04
<b>PP / NHP</b>	£ 25,703.02	£ -	£ -	£ 25,703.02
<b>Cemetery</b>	£ 10,000.00	£ 10,000.00	£ -	£ 20,000.00
<b>Parking</b>	£ 49,902.50	£ 16,000.00	£ -	£ 65,902.50
<b>Grants</b>	£ 15,850.63	£ 7,000.00	£ -	£ 22,850.63
<b>Reserves</b>	£ 30,000.00	£ -	£ -	£ 30,000.00
<b>Interest</b>	£ 855.75	£ -	£ -	£ 855.75
<b>Vat</b>	-£ 1,005.48	£ -	£ 1,005.48	£ -
<b>Total</b>	<b>£ 203,754.80</b>	<b>£ 89,404.00</b>	<b>£ 1,005.48</b>	<b>£294,164.28</b>

313.7 Assets

Description	Date acquired	Value (purchase)	Value (insurance)	Location
Samsung Series 3 15.6" Laptop	09/09/2013	£499.99	£499.99	Clerks office
HP LaserJet Pro M1536dnf printer	09/09/2013	£199.99	£199.99	Clerks office
Noticeboard	25/06/2014	£1,270.00	£1,270.00	Community Hall
Noticeboard	25/06/2014	£1,019.00	£1,019.00	End of Hardy Way
Noticeboard	25/06/2014	£1,895.00	£1,895.00	Park Dickens Boulevard
Memorial Sign	04/07/2014	£246.92	£246.92	Burial Ground
Defibrillator and cabinet	12/01/2015	£0.00	£2,000.00	Tesco outside wall next to cash point
Apple iPhone 6S	21/01/2016	£552.00	£552.00	Clerks office
Filing cabinet	03/02/2016	£99.00	£99.00	Community Hall
Bollard	01/02/2016	£185.00	£185.00	TBA
Bollard	09/03/2016	£280.00	£280.00	Between Community Hall and School
Part of West Orchard	04/01/2017	£0.00	£40,000.00	West Orchard
Fairfield Artefacts	13/01/2017	£4,750.00	£4,750.00	Community Hall
Bench	23/01/2017	£0.00	£439.00	Stotfold Road
	<b>Total</b>	<b>£10,996.90</b>	<b>£53,435.90</b>	

313.8 It was agreed to complete 'Section 1 – Annual governance statement 2016/17' of the Annual Report answering Yes to statements 1 – 9 and to complete 'Section 2 – Accounting statements 2016/17' as follows:-

	Year ending	
	31 March 2016	31 March 2017
	£	£
Balance brought forward	111,015	176,476
(+) Precept	88,940	88,940
(+) Total other receipts	42,554	17,742
(-) Staff costs	5,701	6,027
(-) Loan interest / capital repayments	0	0
(-) All other payments	60,332	73,376
(=) Balance carried forward	176,476	203,755
<b>Total value of cash and short term investments</b>		
	176,476	203,755
<b>Total Fixed assets plus long term investments and assets</b>		
	6,247	10,997
<b>Total borrowing</b>		
	0	0
	<b>Yes</b>	<b>No</b>
Disclosure note re Trustfunds (including charitable)		✓

Sections 1 and 2 were signed by the Chairman and Responsible Financial Officer.

313.9 Receipts**Receipts 2016/17**

From whom	Description	Total
BRCC	Work to Orchards	£3,214.80
HMRC	VAT refund	£2,776.26
Central Bedfordshire Council	Contribution to grass verges	£488.67
<b>Total</b>		<b>£6,479.73</b>

**Receipts 2017/17**

From whom	Description	Total
Central Bedfordshire Council	17/18 Precept	£44,702.00
<b>Total</b>		<b>£44,702.00</b>

It was

**RESOLVED**

**That payments receipts of £51,181.73 were noted.**

313.10 Payments**Payments 2016/17**

To whom	Description	Total
EE	Mobile Phone	£44.98
Unity Trust	Service Charge	£25.05
MBS	West Orchard	£1,065.60
Auckland	Signs	£349.18
Bob Lever	Restorative pruning workshops	£358.00
Shanahan Contractors	West Orchard - Site Clearance	£3,648.00
<b>Total</b>		<b>£5,490.81</b>

**Payments 2017/18**

To whom	Description	Total
Katrina Henshaw	March salary	£428.04
HMRC	March tax	£107.00
MBS	Grass verges - March	£706.00
MBS	Dog bins - March	£38.40
MBS	Grass outside Community Hall - March	£64.99
MBS	Fleming Drive - March	£38.00
MBS	Salisbury Close - March	£32.50
MBS	Remove spoil from East Orchard	£342.00
BRCC	Contribution to developing Etonbury Green Wheel	£1,500.00
Site Ground	2 year hosting for website	£229.25
Chris Bidwell	Cable for the inter-com system	£22.98
Ebuyer	Ink toner	£183.99
<b>Total</b>		<b>£3,693.15</b>

It was

**RESOLVED**

**That payments of £8,918.97 be paid and it was noted that £250 had been transferred to the cash plus card.**

## 314 Correspondence

- 314.1 Fairfield Lower School – Middle School Admission. There is not enough places at Etonbury School this year for all the children leaving Fairfield Lower School and many children have been allocated Henlow C of E Middle School instead. Although Henlow is an excellent school, there are concerns about funding of transport and also the transition as the Lower School works closely with Etonbury to ensure it runs smoothly. FPC had great concerns about school places with the new development but was assured that there would be sufficient places. It was agreed that FPC would request an urgent meeting with Councillor Dixon and relevant CBC Officer and to invite representatives of the school to attend. **Action: KH**

## 315 Date of next meeting

- 315.1 The Annual Parish Meeting will be held on 4<sup>th</sup> May 2017 at 7.30 pm
- 315.2 The Annual Meeting will be held on 11<sup>th</sup> May 2017 at 7.30 pm
- 315.3 Due to the recent announcement of the General Election on 8<sup>th</sup> June 2017, the FPC meeting will now be held on 1<sup>st</sup> June 2017 as the Community Hall will be a Polling Station on 8<sup>th</sup> June.

Meeting closed at 9.05 pm